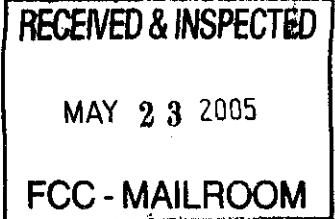


Before the  
**FEDERAL COMMUNICATION COMMISSION**  
Washington, D.C. 20554



In the Matter of	)	
	)	
Request for Review by Colegio Sagrada	)	
Familia on decision of	)	Form 471 Application No. 413456
the Universal Service Administrator	)	
	)	
Schools and Libraries Universal Service	)	CC Docket No. 02-6
Support Mechanism	)	
	)	

TO: Wireline Competition Bureau

**REQUEST FOR REVIEW**

Pursuant to Sections 54.719(c) and 54.721 of the Federal Communications Commission ("Commission" or "FCC") rules, 47 C.F.R. §§ 54.719(c) and 54.721 (2003), Colegio Sagrada Familia hereby appeals the decision of the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company to reduce the requested discount in Funding Year 2004 (07/01/2004 – 06/30/2005) from 90% to 20%.

**I. BACKGROUND**

On January 30, 2004, Sagrada Familia filed an FCC Form 471 with the SLD listing the services for which it was requesting discounts under the schools and libraries universal service support mechanism (the "E-rate program").<sup>1</sup> On August 12, 2004, Colegio Sagrada Familia received from the SLD the E-rate Selective Review Information Request for funding year 2004<sup>2</sup>. By October 19, 2004, Colegio Sagrada Familia submitted by fax to the SLD's

<sup>1</sup> FCC, Form 471 No. 423537 for Colegio Sagrada Familia, filed 01/30/2004 (Exhibit A). ✓

<sup>2</sup> Selective Review from Jaik Naik-PIA Selective Review, dated August 12, 2004. (Exhibit B) ↑

No. of Copies rec'd \_\_\_\_\_  
List ABOVE \_\_\_\_\_

reviewer the answers concerning the Selective Review.<sup>3</sup> On November 03, 2004, Colegio

Sagrada Familia was inquired by the Consorcio to provide a socio economical study as per an SLD's PIA reviewer requesting the study for all of the Consorcio School members.<sup>4</sup>

Specifically, the information request, which was delivered to Colegio Sagrada Familia, requested the following information:

1. The total number of enrolled.
2. Total number of surveys/applications sent out
3. Number of survey/application returned
4. Total number of students that qualifies for the National School Lunch Program, using the Income Eligibility Guidelines (IEG) of the NSLP, per returned surveys/applications
5. Are the surveys/applications and results kept on file.
6. Provide a sample copy of the FILLED OUT SURVEY/APPLICATION with the child's personal information crossed out for confidentiality.
7. A signed certification that reads: "I certify that only those students who meet the Income Eligibility of the National School Lunch Program have been included in Column 5 of item 10b, Block 4 (Worksheet A) of the Form 471."
8. The information must be in writing on the school letterhead and signed by a school official (such as the Principal, Vice – Principal Superintendent, Director of Food Services.

In its response, Colegio Sagrada Familia indicated that there were 208 students enrolled, that 208 surveys/applications were sent out and that 208 surveys/applications were returned. It also indicates from those survey/applications returned, 188 students qualifies for the NSLP, that the surveys/applications and its results are kept on file and certified, that only the students who meet the IEG of the NSLP had being included in Column 5 item 10b of block 4 (worksheet A) of the Form 471. Colegio Sagrada Familia also provided a sample copy of the socio-economic

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<sup>3</sup> See Response to Selective Review sent by fax addressed to Jay Naik-PIA Selective Reviewer, dated October 19, 2004 (Exhibit C). *OV*

<sup>4</sup> See fax addressed to Madeline Melgen from Nancy Rocco, PIA Reviewer, dated November 03, 2004 (Exhibit D). *OT*

survey. On the socio economical study provided, Colegio Sangrada Familia provided evidence that qualifies the school for a 90% of discount.<sup>5</sup>

On November 24, 2004 the PIA requested validation on the percentage of discount requested on Form 471 application number 413456.<sup>6</sup> Colegio Sagrada Familia complied with the same information sent previously to the Consorcio<sup>7</sup>

On March 24, 2005, Colegio Sagrada Familia received a Funding Commitment Decision Letter stating as the decision and explanation to reduce the requested discount the following statements: *FRN approved; modified by SLD. The site-specific discount was corrected.*

## **II. COLEGIO SAGRADA FAMILIA SUSTAINED ITS ELIGIBILITY FOR THE SERVICES AND PERCENTAGE DISCOUNT BEING REQUESTED.**

The SLD states the FCDL that “*FRN approved; modified by SLD. The site-specific discount was corrected*”. Colegio Sagrada Familia provided all the information and documentation the PIA requested during the Application No. 413456 selective review. Such information and documentation was sufficient to validate Colegio Sagrada Familia eligibility for the services solicited and the percentage discount requested.

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<sup>5</sup> See letter dated November 29, 2004 (Exhibit E)

<sup>6</sup> See fax addressed to Madeline Melgen from Michael Porcelan, PIA Reviewer, dated November 24, 2004 (Exhibit F).

<sup>7</sup> See fax addressed to Michael Porcelain from Mariglorie Zapata, dated November 29, 2004. (Exhibit G)

### **III. THE SLD ERRED IN FAILING TO FOLLOW FCC PRECEDENT THAT REQUIRES THE SLD TO CONTACT COLEGIO SAGRADA FAMILIA TO REQUEST DOCUMENTATION TO SUPPORT THE REQUESTED DISCOUNT**

In answering the PIA selective review questions, Colegio Sagrada Familia provided the PIA reviewer the information and/or documentation requested. Such information/documentation demonstrated the eligibility for the requested discount. In the event the SLD, when evaluates the documentation provided by the applicants, any doubt or issue arise should ask for additional information and/or documentation to clarify such doubt or concern. In this case the SLD did not requested Colegio Sagrada Familia additional information, thus the SLD denied the applicant the opportunity to provide documentation to support statement in their review.

Consistent with the information posted at

<http://www.sl.universalservice.org/reference/AppealsSLDGuidelines.asp>, item 3 clearly states that: “When the appeal provides documentation to correct an incorrect SLD assumption made because there was insufficient information in the application file about an issue. In general, PIA will contact the applicant and ask for all information necessary to make decisions about an application. If that contact does not occur, however, and funding is denied based on an incorrect assumption, the SLD will grant an appeal when the appellant points out the incorrect assumption and provides documentation about the issue that is consistent with information originally provided but also successfully resolves the ambiguity in the original file”.

**IV. THE SLD ERRONEOUSLY CONCLUDED THAT COLEGIO SAGRADA FAMILIA FAILED ON PROVIDING SUFFICIENT DOCUMENTATION TO DETERMINE ELIGIBILITY.**

Colegio Sagrada Familia, in a timely manner, submitted to the SLD the information and documentation requested. Such information the school understood was enough to support the funding request for a 90% discount.

The SLD erred on denying the 90% discount to Colegio Sagrada Familia without asking for any additional information and or documentation to clarify any doubts or inconsistency.

**V. CONCLUSION**

Colegio Sagrada Familia for the reasons mentioned above states that, the SLD erred in their decision and we respectfully request the Commission to reverse the SLD's decision of reducing the discount percentage and grant its application to be funded at a 90% discount.

Respectfully submitted,

**COLEGIO SAGRADA FAMILIA**

*/s/ María Elena Rosario*

Maria Elena Rosario  
Principal, Colegio Sagrada Familia  
Calle Loiza # 2254  
Res. Luis Llorens Torres  
San Juan, PR 00913  
Tel: 787-726-1742  
Fax: 787-726-0718

May 18, 2005



**Universal Service Administrative Company**  
Schools & Libraries Division

**FUNDING COMMITMENT DECISION LETTER**

(Funding Year 2004: 07/01/2004 - 06/30/2005)

March 24, 2005

Madeline Melgen Ed D  
Colegio de la Sagrada Familia  
Road 177 Building 2021  
Camino Alejandrino  
Guaynabo, PR 00969-5140

Re: Form 471 Application Number: 413456  
Funding Year 2004: 07/01/2004 - 06/30/2005  
Billed Entity Number: 200320  
Applicant's Form Identifier: TEL200320

Thank you for your Funding Year 2004 E-rate application and for any assistance you provided throughout our review. Here is the current status of the funding request(s) featured in the Funding Commitment Report at the end of this letter.

- The amount, \$3,181.60 is "Approved."

Please refer to the Funding Commitment Report on the page following this letter for specific funding request decisions and explanations.

The Important Reminders and Deadlines immediately preceding this letter are provided to assist you throughout the application process.

**NEXT STEPS**

- Review technology planning approval requirements
- Review CIPA Requirements
- File Form 486
- Invoice the SLD using the Form 474 (service providers) or Form 472 (Billed Entity)

**FUNDING COMMITMENT REPORT**

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. The enclosed report includes a list of the Funding Request Number(s) (ERNs) from your application. The SLD is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) after you file your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that provides a definition for each line of the Report.

**TO APPEAL THIS DECISION:**

If you wish to appeal the decision indicated in this letter, your appeal must be received by the SLD or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Funding Commitment Decision(s) you are appealing. Indicate the relevant funding year and the date

of the FCDL. Your letter of appeal must also include the Billed Entity Name, the Form 471 Application Number, and the Billed Entity Number from the top of your letter.

3. When explaining your appeal, copy the language or text from the Funding Commitment Report that is at the heart of your appeal, to allow the SLD to more readily understand your appeal and respond appropriately. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We encourage the use of either the e-mail or fax filing options.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, sent to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options.

#### NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Universal Service Support Mechanism. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake periodically to assure that funds that have been committed are being used in accordance with all such requirements. The SLD may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction, including but not limited to that by the SLD, the applicant, or the service provider. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

Schools and Libraries Division  
Universal Service Administrative Company

## A GUIDE TO THE FUNDING COMMITMENT REPORT

A report for each E-rate funding request from your application is attached to this letter. We are providing the following definitions for the items in that report.

**FORM 471 APPLICATION NUMBER:** The unique identifier assigned to a Form 471 application by the SLD.

**FUNDING REQUEST NUMBER (FRN):** A Funding Request Number is assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual funding requests submitted on a Form 471.

**FUNDING STATUS:** Each FRN will have one of the following definitions:

1. An FRN that is "Funded" is approved at the level that the SLD determined is appropriate for this FRN. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds were committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests.
3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. For example, if your application included requests for discounts on both Telecommunications Services and Internal Connections, you might receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connections requests are "As Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.

**SERVICES ORDERED:** The type of service ordered from the service provider, as shown on your Form 471.

**SPIN (Service Provider Identification Number):** A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

**SERVICE PROVIDER NAME:** The legal name of the service provider.

**CONTRACT NUMBER:** The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on your Form 471.

**BILLING ACCOUNT NUMBER:** The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on your Form 471.

**SERVICE START DATE:** The date services were reported to start for this FRN on your Form 471.

**CONTRACT EXPIRATION DATE:** The date the contract expires. This will be present only if a contract expiration date was provided on your Form 471.

**SITE IDENTIFIER:** The Entity Number listed in Form 471, Block 5, Item 22a. This will be present only for "site specific" FRNs.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES:** Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring service approved for the funding year.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES:** Annual eligible non-recurring charges approved for the funding year.

**PRE-DISCOUNT AMOUNT:** Amount in Form 471, Block 5, Item 23I, as determined through the application review process.



DISCOUNT PERCENTAGE APPROVED BY THE SLD: The discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION: This represents the total amount of funding that the SLD has reserved to reimburse your service provider for the approved discounts for this service for this funding year. It is important that you and your service provider both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION: This entry provides an explanation of the amount in the "Funding Commitment Decision."

FUNDING COMMITMENT REPORT

Form 471 Application Number: 413456  
Funding Request Number: 1135051 Funding Status: Funded  
Services Ordered: Telecommunications Service  
SPIN: 143012431 Service Provider Name: Puerto Rico Telephone Company, Inc.  
Contract Number: T  
Billing Account Number: 787-726-1742  
Service Start Date: 07/01/2004  
Contract Expiration Date: 06/30/2005  
Site Identifier: 200320  
Annual Pre-discount Amount for Eligible Recurring Charges: \$2,520.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00  
Pre-discount Amount: \$2,520.00  
Discount Percentage Approved by the SLD: 20%  
Funding Commitment Decision: \$504.00 - FRN approved; modified by SLD  
Funding Commitment Decision Explanation: The site-specific discount was corrected.

Funding Request Number: 1135067 Funding Status: Funded  
Services Ordered: Internet Access  
SPIN: 143022659 Service Provider Name: A New Vision in Educational Services  
Contract Number: ONE TIME  
Billing Account Number: 200320  
Service Start Date: 07/01/2004  
Contract Expiration Date: 06/30/2005  
Site Identifier: 200320  
Annual Pre-discount Amount for Eligible Recurring Charges: \$7,368.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$6,020.00  
Pre-discount Amount: \$13,388.00  
Discount Percentage Approved by the SLD: 20%  
Funding Commitment Decision: \$2,677.60 - FRN approved; modified by SLD  
Funding Commitment Decision Explanation: The site-specific discount was corrected.

Schools and Libraries Division  
Box 125 - Correspondence Unit  
80 South Jefferson Road  
Whippany, New Jersey 07981



00366  
Madeline Melgen Ed D  
Colegio de la Sagrada Familia  
Road 177 Building 2021  
Camino Alejandrino  
Guaynabo, PR 00969-5140

## IMPORTANT REMINDERS & DEADLINES

Date: March 24, 2005

471 : 413456

BEN : 200320

The following information is provided to assist you throughout the application process. We recommend that you keep it in an easily accessible location and that you share it with the appropriate members of your organization.

**FORM 486 DEADLINE** - The Form 486 must be postmarked no later than 120 days after the Service Start Date you report on the Form 486 or no later than 120 days after the date of the Funding Commitment Decision Letter, whichever is later. If you are required to have a Technology Plan, that plan must be approved by the start of service for this funding year, you must indicate the SLD Certified Technology Approver who approved your plan and you must retain your approval letter and documentation of your monitoring of the progress toward your stated goals.

**CHILDREN'S INTERNET PROTECTION ACT (CIPA)** - You must be in compliance with CIPA and cannot request a waiver, if FY2004 is your Third Funding Year for the purposes of CIPA.

**INVOICE DEADLINE** - Invoices must be postmarked no later than 120 days after the last date to receive service - including extensions - or 120 days after the date of the Form 486 Notification Letter, whichever is later. Invoices should not be submitted until the invoiced products and services have been delivered and billed, and (for BEAR Forms) the provider has been paid.

**OBLIGATION TO PAY NON-DISCOUNT PORTION** - Applicants are required to pay the non-discount portion of the cost of the products and/or services. Service providers are required to bill applicants for the non-discount portion. The FCC has stated that requiring applicants to pay their share ensures efficiency and accountability in the program. If you are using a trade-in as part of your non-discount portion, please refer to the SLD web site.

**RETAIN DOCUMENTATION** - Applicants must retain documentation, including but not limited to, documents showing:

- compliance with all applicable competitive bidding requirements,
- products and/or services delivered (e.g., customer bills detailing make, model and serial number),
- resources necessary to make effective use of E-rate discounts, including the purchase of equipment such as workstations not eligible for support,
- the specific location of each item of E-rate funded equipment, and
- the applicant has paid the non-discount portion.

These documents must be retained and available for review for 5 years.

**SUSPENSION AND DEBARMENT** - Persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries Support Mechanism are subject to suspension and debarment from the program.

**FREE SERVICES ADVISORY** - Applicants and service providers are prohibited from using the Schools and Libraries Support Mechanism to subsidize the procurement of ineligible or unrequested products and services, or from participating in arrangements that have the effect of providing a discount level to applicants greater than that to which applicants are entitled.

Complete program information - including more information on these reminders - is posted to the Schools and Libraries Division (SLD) web site at [www.sl.universalservice.org](http://www.sl.universalservice.org). You may also contact the SLD Client Service Bureau by e-mail using the "Submit a Question" link on the SLD web site, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.

HELP

**FCC Form 471**

Services Ordered and Certification Form



Applicant's Form Identifier: TEL200320

Entity Number: 200320

Contact Person: Madeline Melgen Ed D Phone Number: (787) 731-6100 Ext. 234

**IMPORTANT**

Please record this application's information in a secure place for future reference

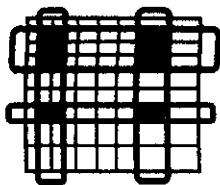
471 Application Number: 413456

Entity Number of Billed Entity (Applicant): 200320

Security Code Number: 99430

Continue >>

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# NEVESEM, INC.

MSC 608, 138 Ave. Winston Churchill, San Juan, P.R. 00926-6023  
Tel. (787)706-2700

Date: December 18, 2003  
Name: Colegio de la Sagrada Familia  
Santurce, PR  
Entity #: 200320  
Application #: \_\_\_\_\_

## Year 2004 Quote Item 21 Attachment

### Internet Access

Bundled Services	Initial Charge	Monthly Charge	Annual Charge
128 Kbps Access & Transport		\$ 522	\$ 6,264
Internet Service Maintenance		\$ 92	\$ 1,104
Basic User Training	\$ 1,150		
Setup Charge (Installation)	\$ 4,050		
Project Management	\$ 820		
Total	\$ 6,020	\$ 614	\$ 7,368
Grand Total	\$ 13,388		

**Schools and Libraries Universal Service Program  
Services Ordered and Certification Form 471  
Application Display**

[Refresh Page](#)

[Close Print Preview](#)

**Block 1: Billed Entity Information**

**Applicant's Form Identifier:**

TEL200320

**471 Application Number:**  
413456

**Funding Year:** 07/01/2004 -  
06/30/2005

**Billed Entity Number:**  
200320

**Cert. Postmark Date:**

**Form Status:** INCOMPLETE

**RAL Date:**

**Out of Window Letter Date:**

**Name:** Colegio de la Sagrada Familia

**Address:** Calle Loiza 2059, Residencial Lluís Llorens Torres

**City:** Santurce **State:** PR **Zip:** 00911

**Phone:** 787-726-0570 **Ext:**

**Fax:** --

**E-mail:**

**Contact Name:** Madeline Melgen Ed D

**Address:** Road 177 Building 2021, Camino Alejandrino

**City:** Guaynabo **State:** PR **Zip:** 00969 5140

**Contact Phone:** 787-731-6100 **Ext:** 234

**Contact Fax:** 787-731-0000 **Ext:**

**E-mail:** mmelgen@escuelascaticas-sj.org

**Contact Mode:** FAX

**Alternate Contact Info.:** via e-mail

**Type of Application:** SCHOOL

**Ineligible Orgs:** N

**Block 3: Impact of Services Ordered in THIS Application**

**Number of students to be served:** 208

**Number of library patrons to be served:**

SERVICE DESCRIPTION	BEFORE ORDER	AFTER ORDER
a. (Schools/districts/consortia only) Telephone service: How many classrooms had phone service before and after your order?	2	2
b. High-bandwidth voice/data/video service: How many buildings served before and after your order?	1	1
c. High-bandwidth voice/data/video service: Highest speed to a building before and after your order?	256	128
d. Dial-up Internet connections: How many before and after your order?	1	1
e. Dial-up Internet connections: Highest speed before and after your order?	56	56
f. Direct connections to the Internet: How many before and after your order?	1	1
g. Direct connections to the Internet: Highest speed before and after your order?	256	128
h. Internet access(for schools): How many rooms have Internet access before and after your order?	2	12
i. Internet Access: How many computers (or other devices) with Internet access before and after your order?	16	16

#### Block 4: Worksheets

**Worksheet A No: 573336      Student Count: 208**

**Weighted Product (Sum. Column 8): 187.2**

**Shared Discount: N/A**

**1. School Name:** Colegio de la Sagrada Familia

**2. Entity Number:** 200320      **3. Rural/Urban:** Urban

**4. Student Count:** 208      **5. NSLP Students:** 188      **6. NSLP Students/Students:** 90.384%

**7. Discount:** 90%      **8. Weighted Product:** 187.2

#### Block 5: Discount Funding Request(s)



<b>FRN: 1135051 FCDL Date:</b>	
<b>11. Category of Service:</b> Telecommunications Service	<b>12. 470 Application Number:</b> 114490000470468
<b>13. SPIN:</b> 143012431	<b>14. Service Provider Name:</b> Puerto Rico Telephone Company, Inc.
<b>15. Contract Number:</b> T	<b>16. Billing Account Number:</b> 787-726-1742
<b>17. Allowable Contract Date:</b> 01/01/2004	<b>18. Contract Award Date:</b>
<b>19a. Service Start Date:</b> 07/01/2004	<b>19b. Service End Date:</b> 06/30/2005
<b>20. Contract Expiration Date:</b>	
<b>21. Attachment #:</b> 1	<b>22. Block 4 Entity Number:</b> 200320
<b>23a. Monthly Charges:</b> \$210.00	<b>23b. Ineligible monthly amt.:</b> \$.00
<b>23c. Eligible monthly amt.:</b> \$210.00	<b>23d. Number of months of service:</b> 12
<b>23e. Annual pre-discount amount for eligible recurring charges ( 23c x 23d):</b> \$2,520.00	
<b>23f. Annual non-recurring (one-time) charges:</b> \$.00	<b>23g. Ineligible non-recurring amt.:</b> \$.00
<b>23h. Annual pre-discount amount for eligible non-recurring charges ( 23f - 23g):</b> \$0.00	
<b>23i. Total program year pre-discount amount ( 23e + 23h):</b> \$2,520.00	
<b>23j. % discount (from Block 4):</b> 90	
<b>23k. Funding Commitment Request ( 23i x 23j):</b> \$2,268.00	

<b>FRN: 1135067 FCDL Date:</b>	
<b>11. Category of Service:</b> Internet Access	<b>12. 470 Application Number:</b> 114490000470468
<b>13. SPIN:</b> 143022659	<b>14. Service Provider Name:</b> A New Vision in Educational Services and Materials (NEVESEM)
<b>15. Contract Number:</b> MTM	<b>16. Billing Account Number:</b> 200320
<b>17. Allowable Contract Date:</b> 01/01/2004	<b>18. Contract Award Date:</b>
<b>19a. Service Start Date:</b> 07/01/2004	<b>19b. Service End Date:</b> 06/30/2005
<b>20. Contract Expiration Date:</b>	
<b>21. Attachment #:</b> 2	<b>22. Block 4 Entity Number:</b> 200320
<b>23a. Monthly Charges:</b> \$614.00	<b>23b. Ineligible monthly amt.:</b> \$.00
<b>23c. Eligible monthly amt.:</b> \$614.00	<b>23d. Number of months of service:</b> 12
<b>23e. Annual pre-discount amount for eligible recurring charges ( 23c x 23d):</b> \$7,368.00	
<b>23f. Annual non-recurring (one-time) charges:</b> \$6,020.00	<b>23g. Ineligible non-recurring amt.:</b> \$.00
<b>23h. Annual pre-discount amount for eligible non-recurring charges ( 23f - 23g):</b> \$6,020.00	

00,020.00

**23i. Total program year pre-discount amount ( 23e + 23h): \$13,388.00**

**23j. % discount (from Block 4): 90**

**23k. Funding Commitment Request ( 23i x 23j): \$12,049.20**

### **Block 6: Certifications and Signature**

**24a. Schools: Y**

**24b. Libraries or Library Consortia: N**

**26a. Individual Technology Plan: N**

**26b. Higher-Level Technology Plan(s): Y**

**26c. No Technology Plan Needed:**

**27a. Approved Technology Plan(s): Y**

**27b. State Approved Technology Plan: N**

**27c. No Technology Plan Needed:**

**36. Printed Name of Authorized Person: MARIA E ROSARIO**

**37. Title or Position of Authorized Person: PRINCIPAL**

**38a. Address: CALLE LOIZA 2254**

**City: SAN JUAN State: PR Zip: 00913**

**38b. Telephone Number of Authorized Person: (787) 726-1742 ext.**

**38c. Fax Number of Authorized Person: (787) 726 - 0718**

**38d. Email address of Authorized Person:**

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**Universal Service Administrative Company**  
Schools & Libraries Division

**E-RATE SELECTIVE REVIEW INFORMATION REQUEST  
FUNDING YEAR 2004**

**CASE # SR-2004-200320**

To:	Madeline Melgen Ed D	From:	Jay Naik
Your Phone Number:	787-731-6100	My Phone Number:	973-884-8478
Your Fax Number:	787-731-0000	My Fax Number:	973-599-6515
Entity Name:	Colegio de la Sagrada Familia	My E-Mail Address:	jnaik@sl.universalservice.org
Today's Date:	08/12/2004	Total Pages:	16
<b>PLEASE RESPOND BY:</b>	<b>08/30/2004</b>		
Form 471 Application Number(s):	413297, 413456		

**PLEASE CALL TO CONFIRM THAT  
THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY.**

**Time Sensitive – 14-Day Response Expected**

It is important that we receive all of the information requested within 14 calendar days of the date of this document so that we may complete our review of your funding request(s). Please do not hesitate to call me, should you have any questions. Thanks for your cooperation. If you need additional time to prepare your response, please let me know as soon as possible. If you are going to send me an e-mail, please make sure that at the end of your e-mail you have your Full Name and Official Title.

**Who can respond to this request for information**

This document requests information that must be provided by the applicant, or by the applicant's authorized representative. If the applicant is responding to this document, it must return the enclosed certification (Fax Back Page 4) to the Schools and Libraries Division (SLD) along with the requested material. If the applicant's authorized representative is responding to this document, the authorized representative must sign and return (1) the enclosed certification to SLD along with the requested material AND (2) a letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf.

**How to respond**

Please send your responses to the questions outlined on the following pages to:

Via Fax:	Via Expedited Mail:	Via email:
Jay Naik PIA Selective Review 973-599-6515	Jay Naik SLD 80 S. Jefferson Road Whippany, NJ 07981	jnaik@sl.universalservice.org

Thank you for your assistance as we work to assure the integrity of the Schools and Libraries Universal Service Support Mechanism. It is important that we receive all of the information requested within 14 calendar days. A checklist of the items requested in this document is

included on Fax Back Page 4.

If you have any questions with regard to this request or these worksheets, please contact the reviewer at the phone number or email address listed above.

Dear E-Rate Applicant:

In order to ensure that applicants are following certain FCC rules relating to certification statements and competitive bidding processes, you have been selected for a two-part review (Selective Review). We are seeking information about (1) your competitive bidding and vendor selection processes, and (2) information to support the certification you made on FCC Form 471, Item 25, that you have secured access to all of the necessary resources to make effective use of the requested products and services.

Both parts of the Selective Review take place at the billed entity level. An entity is considered a "billed entity" if it is responsible for making payments directly to a service provider. An entity that receives a bill, but does not make payments to the service provider on that bill, is not a billed entity. We will be requesting, and looking at information for ALL Form(s) 471 filed for the 2004-2005 funding year (Funding Year 2004) that were filed by the billed entity listed on the cover page of this document. Please notify us if you have additional Form(s) 471 for your billed entity number that we have not listed. The review will include those as well. It is important that you identify these additional applications at this time. Failure to do so may delay or jeopardize funding commitments and/or post-commitment disbursements. In addition, it may also result in future adjustments to any commitments that you may receive from us, or other action.

#### **Part I: Information Regarding the Competitive Bidding Process and Vendor Selection**

For each of the following items we have outlined the requested documentation you will need to supply. Please provide the information by funding request number (FRN) unless otherwise indicated. In the event that a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate which FRNs the document supports on the first page of the document. If for any reason you do not have any of the documentation requested below, you **MUST** explain why.

#### **Special Note Regarding State Master Contracts (SMC):**

Remember that the filer of the Form 470 – whether state or applicant – must comply with all FCC requirements and local and state procurement laws, and that applicants must follow the applicable provisions of the State Master Contract and local and state procurement laws.

If you are procuring goods or services off a State Master Contract, and the state filed a Form 470 that lead to the award of that State Master Contract, you do not need to provide the competitive bidding and vendor selection documentation. If this is the case for some or all of your FRNs, please indicate such on your response. If, however, you filed one or more Forms 470 and then used the State Master Contract as a bid response, you must provide full documentation about your competitive bidding process and vendor selection.

Finally, note that that the State Master Contract in all of the following cases fulfills the FCC signed contract requirement, and it is not necessary for you to submit a copy of the State Master Contract with your response.

### **1) Requests for Proposal (RFP)**

- a) Copies of any and all requests for proposals (RFPs), invitation to bid, request for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s). Be sure to include any and all amendments made to the original RFP.
- b) You do not need to provide copies of FCC Form(s) 470 that were posted to the SLD website.
- c) If RFPs, etc., are not provided, please explain why you have not provided them.

### **2) Bid Responses**

- a) Complete copies of any and all proposals, bid responses, etc., received in response to the Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests. Again, this information should be provided for all funding requests including tariff, month-to-month and contracted services.

### **3) Vendor Selection Process**

- a) How many bids were received for each FRN Telecommunications, Internet Access and Internal Connections)?
- b) Complete documentation indicating how and why you selected your service provider(s). This documentation should include:
  - i) a description of your evaluation process,
  - ii) the factors you used to determine the winning bid, and
  - iii) attendance sheets for any meetings regarding the Form 470 and/or RFP or other solicitation vehicles.
- c) If more than one factor was used in the evaluation process to determine the winning bid(s) please indicate how those factors were weighted (points or percentage) in the evaluation process.

### **4) Contracts and/or other agreements**

- a) Signed and dated copies of any and all agreements related to each of the Form 471 funding request(s), including any and all contracts, agreements, Statements of Work, etc., and any and all agreements between the applicant and the service provider related in any way to the applicant's funding request and/or provision of E-rate related services.
- b) If the price on the contract is different from the pre-discount price on your Form(s) 471, please explain the difference and account for the difference. (For example, if the dollar amount on the contract is higher than the dollar amount on your Form(s) 471, indicate which services have been removed, if that is the case. If the dollar amount on the contract is lower than the dollar amount on your Form(s) 471, explain why).
- c) If the contract referenced on a particular funding request is a state master contract, please indicate that. There is no need to provide us with the state master contract.
- d) If contracts, etc., are not provided, please explain why you have not provided them.

## 5) Consulting Agreements

- a) Please provide a complete copy of any consulting agreement(s) relating to the planning, implementation, and support of your E-rate funding request(s). If consulting agreement(s) were not used please indicate as such.

## 6) Correspondence (Email, phone logs, etc.)

- a) Please provide a copy of all correspondence between your entity and any service providers or consultants regarding the competitive bidding process and the application process.

If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.

## **Part II: Information Regarding Your Item 25 Certification**

### *Overview*

To ensure that E-Rate funds are allocated appropriately, and in accordance with FCC Orders, each applicant is required to certify in Item 25 of the Form(s) 471 that: "The school(s) or library(ies) I represent have secured access to all the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services." The Item 25 Certification review also looks at the applicant's ability to pay for its share of E-rate funding. In the course of the Item 25 Certification review we will ask for:

- documentation of your ability to pay for your share of E-Rate discounts and estimates of non-E-Rate eligible resources that you might use to meet this certification.
- your estimates of hardware, software, professional development, retrofitting, and maintenance investments that might not be E-Rate eligible, but are necessary to make effective use of the E-Rate discounts you have requested.
- a copy of the technology plan that supports your Funding Year 2004 (July 1, 2004 through June 30, 2005) funding requests.
- an estimate of the technology level of all schools or libraries within your organization following E-Rate.

If you identified additional application(s) not listed on the cover page of this document, you will also need to make an adjustment to the amounts we listed in the *Item 25 Worksheet Summary* Sections I-A and I-B. Please make the adjustment on the worksheet, initial it, and explain the adjustment when you return that worksheet.

### **Instructions for Completing the Item 25 Worksheet Summary: Fax Back Page 1**

The *Item 25 Worksheet Summary: Fax Back Page 1* can be found on page 13 of this document. These instructions go with pages 12, 13, and 14 of this document. They are meant to help you complete and return those pages, and the necessary documentation noted below.

**Special note to Consortium applicants:** You have an option to provide us with the information requested below for the overall Consortium, or on a disaggregated basis with information pertaining to each individual entity listed on the Form(s) 471 Block 4 Worksheet C.

We understand that some consortia applicants do not collect the information requested in Sections I-VI below on a consortium basis. Therefore, you have the option of providing us with the requested information on a disaggregated basis. To do so, please make one copy of the *Item 25 Worksheet Summary: Fax Back Page 1* for each Block 4, Worksheet C entity (usually a school or library district). Be sure to complete the section at the very bottom of that page that identifies the entity. Note that in order to use this disaggregate method, you will also need to take the dollars that we have entered in to Section I-B and apportion them appropriately to each Block 4, Worksheet C entity.

Please also note that the FCC held in *Central Minnesota Computing Center (DA 01-776)* that consortium applicants must be able to provide information supporting the Item 25 certification for all of the members of their consortium, even if the resources are not under the direct control, or the responsibility, of the consortium leader.

Please contact the Selective Review team if you need further assistance in responding to this request on a disaggregated basis.

### **Section I: Connectivity**

#### **Subsection I-A. Commitment Amount Requested**

We have looked at the Form(s) 471 that you filed for Funding Year 2004. We combined the commitment amounts that you requested on those Form(s) 471, by service category (the amount(s) from Form(s) 471, Block 5, Item 23k). We placed those sums next to the respective service category(ies) in Section IA, lines 1, 2, and 3 on the *Item 25 Worksheet Summary: Fax Back Page 1*. Please verify that these are the correct sums of the funding request amounts.

If your Funding Year 2004 Form(s) 471 contain duplication to account for Funding Year 2003 funding uncertainties and you do not see that duplication accounted for (i.e., the duplication removed) in the numbers in Sections I-A and I-B, please note that and provide an explanation.

As noted above, this part of the review is based on your ability to pay the non-discounted portion of the funding that you requested on your Form(s) 471. Therefore, unless and until certain FRNs are determined to be non-fundable (e.g., the funding cap prevents funding certain requests), we are asking to see that you have budgeted for all the requests that you listed on all Funding Year 2004 Form(s) 471 that you filed for your billed entity.

Also note that if you have identified Form(s) 471, in addition to those listed on the cover page of this document, please (1) make the necessary adjustments to Subsections I-A and I-B to accurately reflect all Form(s) 471 filed by your billed entity, (2) initial it, and (3) explain the adjustment when you return the worksheet.



### Subsection I-B. Form 471 Applicant's Share

In Section I-B of the *Item 25 Worksheet* you are being asked to document the funds you have available to pay for the discounted charges on eligible services. These are funds for paying your share of telecommunications services, Internet access, or internal connections costs after the discount has been applied. The FCC intentionally requires applicants to pay for a portion of their services in order to encourage cost-effective practices. For further information on your obligation to pay this amount, please see "Obligation to Pay Non-Discount Portion" in the Reference Section of the SLD website at [www.sl.universalservice.org](http://www.sl.universalservice.org). Remember that the funds to pay for your share of the E-rate cannot come directly or indirectly from your service provider.

We combined the "applicant share" of the amounts that you requested on Funding Year 2004 Form(s) 471, by service category. The applicant share is also known as the "non-discounted amount," that is, the amount that FCC rules require the applicant to pay. We placed those sums next to the respective service category(ies) in Section I-B line numbers 5, 6, and 7 on the *Item 25 Worksheet Summary: Fax Back Page 1*. Please verify that these are the correct sums of your share of the charges.

**For Section I-B of the worksheet, please include the relevant pages of your approved 2004-2005 operating or facilities budget; that is to say, the pages that document your ability to pay your share of the purchased products/services, and the pages that document your revenue.** This should include not only the budget line items that you will be referencing, but also a high level summary of your overall operating budget (e.g. total revenues and total expenses). To allow us to conduct our review, please be sure ALL of the following are included on the budget that you fax and/or send to us:

- The name of the entity to which the budget applies (Is it for a school? For a district? For one library outlet? For a library district? For a municipality?)
- The time frame that the budget covers, including a starting date and ending date (e.g., July 1, 2004-June 30, 2005)
- Both revenue and expense line items
- Place an arrow next to each fund/budget line, on BOTH the revenue and expense side of your budget, showing where you have allocated the necessary dollars for your share of E-rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A0002 contains \$200,000 and \$100,000 will be used to pay your share of E-rate, then please draw an arrow to it and write "E-rate, \$100,000".

Please explain any discrepancies between the Form 471 Applicant Share (Section I-B of the *Item 25 Worksheet Summary: Fax Back Page 1*) and the dollars you identified on the budget that you provide. Failure to do so could delay or jeopardize the processing of your funding.

Also in this section, please provide an explanation of how any budget deficits, state-funding cuts, fund-raising effort shortfalls or other uncertainties will be addressed. Particularly we are looking for assurances that such cuts or shortcomings will NOT result in cutting the financial resources that are budgeted for your applicant share. If they will, we seek assurances, which we may later verify, that an FCC Form 500 would be filed to reduce the funding requests accordingly.

Note: If you provide a final approved budget, we may verify that budget with independent sources.